



**DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382**

NGB-ARH

25 September 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Professional Education Center (PEC) Fiscal Year (FY) 09 and 10 Mandatory Full-Time Unit Support Training

1. Reference policy memorandum, NGB, NGB-ARH, 5 May 2006, subject: Professional Education Center (PEC) FY 07 and 08 Mandatory Full-Time Unit Support (FTUS) Training (NGB-ARH Policy Memo 06-021).
2. This policy memorandum supersedes NGB-ARH Policy Memo 06-021, 5 May 2006.
3. The complete list of mandatory courses for new hires in full-time support (FTS) positions as of 1 October 2008 is as follows:
 - a. Unit Administration, HRR-010 (Unit Administrators).
 - b. Unit Readiness NCO, HRR-020 (Readiness NCOs).
 - c. Training Officer/NCO, HRR-022A (Unit Training Officer/NCO).
 - d. Training Officer/Operations NCO, HRR-022B (Training Officer/NCO).
 - e. Officer-in-Charge, HRR-030 (Training Officer).
 - f. Property Book Accounting and Battalion Supply Course, Phase 1 (DL), LTC-001-1 (Property Book Officers).
 - g. Property Book Accounting and Battalion Supply Course, Phase 2, LTC-001-2 (Property Book Officers).
 - h. The FMS TAMMS and Readiness Course, LTC-018 (OMS Shop Chief).
 - i. Unit Support Personnel Course, Phase 1, LTC-027 (Unit Supply/Unit Administrator/Battalion Supply or higher).
 - j. Oracle DBA 1, Phase 1, ITTC-040 (Database Administrator).
 - k. Network Administrator, ITTC-070 (Network Administrator).

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I. Security + Course, ITTC-073 (Database Administrator).

4. The Army National Guard Chief of Staff emphasizes the need for these mandatory courses to increase efficiency and enhance unit readiness. Additional courses may become mandatory for certain critical FTS positions.

5. Commands will schedule Soldiers to attend the appropriate courses associated with their FTS positions. Federally funded FTS employees will be scheduled for training at the PEC within the first 6 months of employment as a condition of continued employment.

a. New hires are the first priority for training. However, States should develop a plan to schedule all FTS employees who have not completed the appropriate course for their current positions to attend formal training at PEC. Formal training at PEC ensures FTS personnel receive standardized and current vocational training as well as timely procedural and policy guidance to enhance unit and individual readiness.

b. Failure of new FTS personnel to complete National Guard Bureau prescribed courses at PEC within the first year of employment may be cause for reassignment to other full-time positions or termination from employment unless there are extenuating circumstances. Human Resource Officers (HRO) should include a statement that mandatory FTS unit training is required as a condition of employment for both technician and Active Guard Reserve (AGR) vacancy announcements.

6. The PEC will centrally manage travel funds for AGRs and Technicians attending the mandatory courses. The funding memo published annually by PEC will provide fund cites and travel order information to HROs and Plans, Operations, and Training Officers.

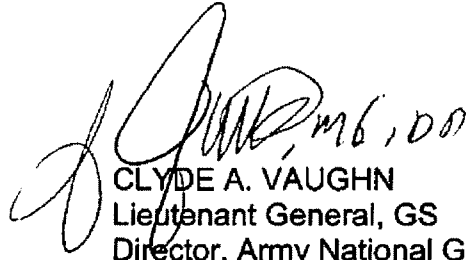
7. This revised full-time support training policy has been coordinated with NGB-J1-TN and NGB-PEC.

8. The points of contact are Mr. William Hardy, Acting Chief, Personnel Policy and Readiness Division, at DSN 327-3297, 703-607-3297, or william.hardy@us.army.mil; MAJ William Freeman, Chief, PEC Training Branch, at DSN 962-4599, 501-212-4599, or william.k.freeman@us.army.mil; and Ms. Judy Kellar, Chief,

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